

EFFECTIVE/CERTIFICATION FOR ADS 630

*Denotes changes or additions of policy, essential procedure and their sub-policies/sub-essential procedures.

630 - Payables Management

ADS CD 24

Previously we inserted a note in this Effective/Certification file when no substantive changes were made to the chapter. Effective immediately (July 18, 2001) we will discontinue this procedure. We will continue to update this file when substantive changes are made in the chapter.

ADS CD 23

630 - Payables Management

Chapter	Title	Effective Date
630.1	OVERVIEW	10/19/00
630.2	PRIMARY RESPONSIBILITIES	10/19/00
630.3	POLICY AND PROCEDURES	10/19/00
630.3.1	Methods of Financing	10/19/00
630.3.2	Internal Controls in the Payment Process	10/19/00
630.3.2.1	What Are the Basic USAID Internal Controls Over Payments?	10/19/00
630.3.2.2	Why Is So Much Emphasis Placed On the Accounting Office With the Obligation Making the Disbursement?	10/19/00
630.3.2.3	Are There Preferred Methods For Certifying and Transmitting Schedules?	10/19/00
630.3.2.4	What Records Must a Paying Office Maintain?	10/19/00
630.3.2.5	How Does USAID Ensure That Vouchers Will Be Paid When Due?	10/19/00
630.3.2.6	What Happens When a Payment Is Not Made On Time?	10/19/00
630.3.3	Voucher Examination and Payment	10/19/00
630.3.3.1	Is There a Difference Between a Claim, a Voucher, and an Invoice?	10/19/00
630.3.3.2	What Are My Responsibilities As a Voucher Examiner?	10/19/00
630.3.3.3	What Type of Invoice Is Required For a	10/19/00

	Payment?	
630.3.3.4	Do I need an Invoice To Make a Recurring Service Payment For a Fixed Amount?	10/19/00
630.3.3.5	Does a Commercial Invoice Require a Payee's Certification?	10/19/00
630.3.3.6	Are Electronic Invoices Acceptable?	10/19/00
630.3.3.7	What Are My Responsibilities For Non-Employee Compensation Payments?	10/19/00
630.3.3.8	How Do I Handle No-Pay Vouchers?	10/19/00
630.3.3.9	Are Accelerated Payment Methods Under Prompt Pay Permitted?	10/19/00
630.3.3.10	What Is "Fast Pay"?	10/19/00
630.3.3.11	Will Late Interest Penalties Apply If the Vendor Fails To Supply EFT Information Or a TIN?	10/19/00
630.3.3.12	When Do Late Payment Interest Penalties Begin To Accrue When the Vendor Has Supplied Incorrect EFT Information?	10/19/00
630.3.3.13	Do Late Payment Rates For Utility Services Established By Foreign Governments Take Precedence Over the Rates Set In Prompt Pay?	10/19/00
630.3.3.14	How Does USAID Determine Credit Card Payment Dates?	10/19/00
630.3.3.15	Are Agencies Required To Report Prompt Pay Statistics To Treasury?	10/19/00
630.3.3.16	Is Special Approval Required For Extremely Large Disbursements?	10/19/00
630.3.3.17	How Do I Document Amounts Suspended From a Vendor's Voucher?	10/19/00
630.3.3.18	Can I Adjust Obvious Underclaims?	10/19/00
630.3.3.18	What Must I Do If the Payee Owes USAID Money?	10/19/00
630.3.4	Certifying Officers	10/19/00
630.3.4.1	What Are My Duties and Responsibilities As a Certifying Officer?	10/19/00
630.3.4.2	What Are the Personal Liabilities Of a Certifying Officer?	10/19/00
630.3.4.3	How Can I Protect Myself In Questionable Payment Cases?	10/19/00
630.3.4.4	Do These Changes Affect My Reliance on Previous Comptroller General Decisions?	10/19/00
630.3.5	False, Fictitious, or Fraudulent Claims	10/19/00
630.3.5.1	What Are the Guidelines for Determining Fraud?	10/19/00
630.3.5.2	What Action Is Required When a Suspected Fraudulent Voucher Is Presented for Payment.	10/19/00
630.3.5.3	What Must be Done With the Voucher If Fraud	10/19/00

	Is Established?	
630.3.6	Special Processing Considerations - Letters of Credit	10/19/00
630.3.6.1	How Are Letter of Credit (LOC) Payments Handled?	10/19/00
630.3.6.2	What Is the Administrative Approval Process for Instruments Using the LOC Method of Payment?	10/19/00
630.3.6.3	Which Organizations Qualify for a Letter of Credit?	10/19/00
630.3.7	Special Processing Considerations – Transportation Vouchers	10/19/00
630.3.7.1	What Are Transportation Vouchers?	10/19/00
630.3.7.2	Why Are Transportation Vouchers Different From Other Types Of Commercial Payment Vouchers?	10/19/00
630.3.7.3	What Information Must Be On Transportation Bills Submitted To GSA For Postpayment Audit?	10/19/00
630.3.7.4	Where Are Postpayment Transportation Vouchers Sent?	10/19/00
630.3.8	Special Processing Considerations – Sampling of Invoices	10/19/00
630.3.8.1	When Can I Use Statistical Sampling?	10/19/00
630.3.8.2	Who Approves My Statistical Sampling Proposal?	10/19/00
630.3.9	Special Processing Considerations - Use of Funds for Confidential Purposes	10/19/00
630.3.9.1	What Is the Basis for Using Funds for Confidential Purposes?	10/19/00
630.3.9.2	What Can Confidential Funds Be Used For?	10/19/00
630.3.9.3	How Are Confidential Funds Made Available?	10/19/00
630.3.9.4	Who Approves Expenditures for Confidential Purposes?	10/19/00
630.3.9.5	How Is the Reservation of Funds Recorded?	10/19/00
630.3.9.5	How Do Special Agents in the Field Obtain Cash Advances?	10/19/00
630.3.9.6	What Accounting Is Required for Confidential Funds?	10/19/00
630.3.10	Special Processing Considerations - USAID Entertainment Account	10/19/00
630.3.10.1	What Can Be Charged to the Entertainment Account?	10/19/00
630.3.10.2	Who Manages the Entertainment Account?	10/19/00
630.3.10.3	What Happens After the Event Is Approved?	10/19/00
630.3.11	Special Processing Considerations - State Department Cashier Vouchers	10/19/00
630.3.12	Special Processing Considerations – Medical Expenses	10/19/00

630.3.12.1	How Does the Mission Pay For Shared Medical Expenses?	10/19/00
630.3.12.2	What Medical Expenses For Eligible Employees Are Authorized?	10/19/00
630.3.12.3	Who Authorizes USAID-Funded Medical Services?	10/19/00
630.3.12.4	Who Pays the Bills For Medical Services?	10/19/00
630.3.12.5	What Is the Employee's Responsibility?	10/19/00
630.4	MANDATORY REFERENCES	10/19/00
630.4.1	External Mandatory References	10/19/00
a.	31 CFR 208: Management of Federal Agency Disbursements	
b.	41 CFR Parts 101-41 and 102-118 Transportation Payment and Audit Standardized Regulations	
c.	4 FAH-3 H-452, Special Voucher Processes	
d.	3 FAM 1900, Appendix B, Medical and Health Program	
e.	FAR Part 13.4, Legal Effect of Quotations	
f.	FAR 32.902, Prompt Payment - Definitions	
g.	31 USC 39, Prompt Pay	
h.	31 USC 3528, Responsibilities and Relief from Liability of Certifying Officials	
i.	31 USC 3726, Payment for Transportation	
j.	Treasury Financial Manual, Volume 1, Part 6-8535 (I TFM 6-8535): Cash Forecasting Requirements	
k.	Treasury Financial Manual, Volume 1, Part 4: Disbursing (Chapters 100 through 1000)	
l.	Treasury Cashier Manual	
630.4.2	Internal Mandatory References	10/19/00
a.	ADS Chapter 477 - Allowances and Differential	
b.	ADS Chapter 633 - Financial Management Aspects of Temporary Duty Travel (TDY)	
c.	ADS Chapter 636 - Program Funded Advances	
630.5	ADDITIONAL HELP	10/19/00
(Note: The ECS links are only available to USAID employees.)		
a.	ECS Instructions - Certifying Officer (Sections I through III)	
b.	ECS Instructions - Data Entry Operator (Sections I through V)	
c.	ECS Instructions - Security Administrator (Sections I through III)	
d.	Principles of Federal Appropriations Law - Volume I (This Additional Help reference is not available in Word or PDF format. Please visit the following web site to view the document: http://www.gao.gov/special.pubs/vol1.pdf)	
e.	Principles of Federal Appropriations Law - Volume 2 (This Additional Help reference is not available in Word or PDF format. Please visit the following web site to view the document: http://www.gao.gov/special.pubs/vol2.pdf)	
f.	Principles of Federal Appropriations Law - Volume 3 (This Additional Help reference is not available in Word or PDF format. Please	

visit the following web site to view the documents:
<http://www.gao.gov/special.pubs/og94033.pdf>)
 630.6 DEFINITIONS (See ADS Glossary) 10/19/00

ADS 22

THERE WERE NO CHANGES TO THIS CHAPTER FOR ADS 22.
 ADS 21

630 - Payables Management

Last certified: This is a chapter that was created after the certification process,
 thus there is not a certification date at this present time.

Chapter	Title	Effective Date
<i>This is an entirely new chapter.</i>		
630.3.2	Internal Controls in the Payment Process	10/19/2000
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630.3.2.2	Why Is So Much Emphasis Placed On the Accounting Office With the Obligation Making the Disbursement?	10/19/2000
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630.3.12.5	What Is the Employee's Responsibility?	10/19/2000
630.4	MANDATORY REFERENCES	

630.4.2 Internal Mandatory References

- a. ADS Chapter 477 - Allowances and Differential
- b. ADS Chapter 583 636 - Program Funded Advances
- c. ADS Chapter 633 - Financial Management Aspects of Temporary Duty Travel (TDY)
- d. ADS Chapter 610 - Refreshments, Meals, Receptions, and Similar Events Funded with USAID Funds

ADS 20

RESERVED

ADS 19

RESERVED

ADS 18

RESERVED

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